



TOWN OF MAYNARD
Department of Public Works
MUNICIPAL BUILDING

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Justin DeMarco
Director of Public Works

<i>Administration</i>	<i>Cemetery & Parks</i>	<i>Facilities</i>	<i>Highway</i>	<i>Water & Sewer</i>	<i>WWTP</i>
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JOB TITLE:	Janitor (PT)	Rate: \$18.00/hour
DEPARTMENT:	Public Works	Hours: 14/week
REPORTS TO:	Assistant Facilities Manager	

SUMMARY

Primarily responsible for ensuring that building occupants have a safe, attractive, comfortable, and clean facility to work and develop. Under the general supervision of the Facilities Manager or designee, performs a variety of tasks involving general care and sanitation of the facilities; the work involves cleaning and sanitization processes meeting or exceeding industry standards, utilizing best practices.

ESSENTIAL FUNCTIONS

Cleaning & sanitation duties in an office environment, including public restrooms, hallways, lobbies, common areas, kitchenette, conference areas while adhering to department procedures.

Dry work duties, such as sweeping, dusting, vacuuming, emptying trash and recycling containers, replenishing restroom supplies.

Wet work duties, such as mopping, scrubbing by hand and with machine assistance all surfaces requiring cleaning and sanitization.

Performance requires the safe use of various industry approved cleaning chemicals and procedures.

Other various and equivalent work as assigned

QUALIFICATIONS

Minimum Training and Experience

High School graduate and at least two (2) years' experience in Janitorial or related field,

Knowledge Proficiency

In order to be considered proficient in this position, the employee must demonstrate:

- Ability to tactfully deal with all building occupants.

- Ability to work independently and interact professionally with other team members.
- Detail-oriented, focused on exceeding expectations in keeping buildings in clean and orderly condition.
- Excellent oral communication skills.

Tools and Equipment Used

Must possess a thorough knowledge of industrial cleaning equipment, materials and procedures related to maintaining a variety of site facilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, bend/stoop, reach, push/pull and operate mechanical cleaning equipment. The work requires medium physical exertion including the regular lifting and/or moving of objects of not more than 30 pounds.

This position requires good vision and the application of significant manual dexterity in combination with eye-hand coordination to use equipment.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Work is performed predominantly inside with exposure to loud noise, and disagreeable odors. The employee works around moving mechanical parts.

The essential function and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.